

**CEYLON PETROLEUM CORPORATION**  
**HEAD OFFICE**  
**VACANCY**

Applications are invited from citizens of Sri Lanka to be considered for the undermentioned Post in the service of the Corporation.

GRADE	POST	SALARY
A - 7	OFFICER (LEGAL)	RS. <u>105145 - 128895</u> 5x1360-10x1695

NATURE OF APPOINTMENT : PERMANENT (ONE VACANCY)

**REQUIRED QUALIFICATIONS FOR THE POST OF OFFICER (LEGAL)**

01. Attorney at Law with minimum of six (06) years experience in active practice in an established Law Firm or in a large commercial establishment or continuous practice in Courts.
02. Degree in Law or higher qualification obtained from a UGC recognized University or Institute will be a distinguishable added qualification.

**SPECIAL REQUIREMENTS**

- ☞ Should have proficiency in English and computer literate.

**JOB DESCRIPTION**

- ☞ Should have a good understanding and experience on preparation of agreements, notarial bonds of all kinds and preparation of Tender documents.
- ☞ Should have a good understanding of the entire judicial system of Sri Lanka and should be able to appear on behalf of CPC.
- ☞ Should have a good knowledge of Commercial Law and International Law.
- ☞ Should have a good understanding and experience on disciplinary procedure of Government Institutions.

**AGE LIMIT**

Should not be more than 45 years of age as at closing date of applications.  
(The upper age limit will not be applicable to those who are in Public Service, State Corporation or a Statutory Board)

**COMMON REQUIREMENTS**

- ☞ Should bear an excellent moral Character
- ☞ Should be physically and mentally fit to handle the roles and responsibilities of this position
- ☞ Should have obtained minimum qualifications and experience requirements on or before the date indicated in the advertisement

#### **FRINGE BENEFITS**

Free Medical facilities including Nursing Home facilities under the Medical Assistance Scheme of the Corporation, Housing Loan facilities, Vehicle Loan facilities, etc.

The Corporation will contribute 15% of the salary towards the EPF whilst the employee will have to contribute 10%. The Corporation will also contribute 3% of the salary towards the ETF.

#### **HOW TO APPLY**

Application using the prescribed form should be forwarded with names and addresses and contact details of two non-related referees. Certified copies of all Educational certificates should be enclosed along with the application. Application Form could be down loaded from the official website of the Ceylon Petroleum Corporation [www.ceypetco.gov.lk](http://www.ceypetco.gov.lk)

Applications from employees in Government Departments and Statutory Bodies should be forwarded through their Heads of Institutions who should certify whether the applicant could be released to take up appointment, if selected.

***The post applied for should be written on the top left hand corner of the envelope which contains the application should be sent to the following address by registered post on or before 18-06-2018.***

***The application not complying the above requirements will be rejected.***



**ACTG. MANAGING DIRECTOR  
CEYLON PETROLEUM CORPORATION  
NO. 609, DR. DANISTER DE SILVA MAWATHA  
COLOMBO 09**

05-06-2018  
S/sn